

Child and Family Services Update

July 3, 2003

New Edits On CPS Removals In SAFE

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You may have noticed when closing a CPS case where there was removal of a child from home that edits were added to SAFE to ensure that removal, placement, and/or release from Child and Family Services custody requirements are met. The procedure on CPS cases with a removal is that after the shelter hearing if the child remains in the custody of Child and Family Services a SCF case should be created from the CPS case. If a child is released at the shelter hearing a SCF case does not need to be created but a custody release date must be entered. Additionally, placement information must be entered documenting where the child was placed during the removal time frame. The procedural change is the result of the following:

1. All removals (whether released at shelter hearing or not) have to be reported to the federal government for AFCARS.
2. There have been approximately 700 CPS removals over the last several years where no placement was ever entered, so it is unknown where the kids were placed. Consequently, we now require that placement information be entered because we also have to report this data to the federal government and because we should always know where children we removed from home were placed.
3. There have been several hundred cases where the CPS case would be closed and then a new SCF case opened (without creating it from the CPS case), thus creating a separate removal episode in the system. That is why the SCF case needs to be created from the CPS case. When the SCF case is created from the CPS case, it pulls the relevant information into the SCF case and links the removal to both cases so that duplicate removal records are not created.
4. For children who did not have a subsequent SCF case it was frequently unclear when they were released because a custody release date was usually not being entered. Consequently, if a SCF case is not created a custody release date must be entered.

So overall the new process just ensures that when a removal is done on a CPS case, that the placement information be entered and that either a SCF case is created or a custody release date is entered. It is vital to remember that the SCF case has to be created from the CPS case before the CPS case is closed.

Instructions to remind you of how to complete these processes or enter the data are included on the following pages.

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OUTLINE FOR CPS CASES WHEN A CHILD HAS BEEN TAKEN INTO CUSTODY AND CHILD AND FAMILY SERVICES IS GIVEN CUSTODY

When a child is taken into custody, the following information must always be entered into the CPS case including:

- The Removal/ Custody Wizard for all children removed
- A Placement opened for all children removed

Child Removed and Child and Family Services Is Given Custody

If a child has been taken into custody, all the removal and placement information must be entered into the CPS case in the Removal/Custody Wizard immediately following the removal. If Child and Family Services is given custody from the court, a SCF case must be created within five days from the CPS case and all the removal and placement information will automatically transfer from the CPS case to the SCF case. This saves time and reduces duplicate information. Once the SCF case has been created, the CPS case can be closed without any further removal or placement requirements.

Steps:

- Open the CPS case
- Highlight the child's name
- Click on the Removal/ Custody radio button
- Click on the Removal/ Custody Wizard and complete all the information.
- From the last tab page of the Wizard the Placement window will open
- Complete all the Placement information
- Save and close the Placement window

This needs to be completed for each child who is removed from home.

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OUTLINE FOR CPS CASES WHEN A CHILD HAS BEEN TAKEN INTO CUSTODY AND CHILD AND FAMILY SERVICES IS NOT GIVEN CUSTODY

When a child is taken into custody, the following information must always be entered into the CPS case including:

- The Removal/ Custody Wizard for all children removed
- A Placement opened for all children removed

Child Is Removed and At The Shelter Hearing Child and Family Services Is NOT Given Custody

If a child is removed but Child and Family Services does not retain custody, the worker must enter the date the child was released in the Removal/Custody Wizard and close the Placement. The only time a Placement is closed on a CPS case is when Child and Family Services does not keep custody.

Steps:

- Open the CPS case
- Highlight the child's name
- Click on the Removal/Custody radio button
- Enter the release date into the 'Release Date' field
- Highlight the child's name and right mouse click RMB
- Select Placement and the Placement window will open
- Complete all the placement information as to why the child is no longer in Child and Family Services custody
- Save and close the Placement window